



# ALICE Induction Screen User Manual

Version 3.7.4

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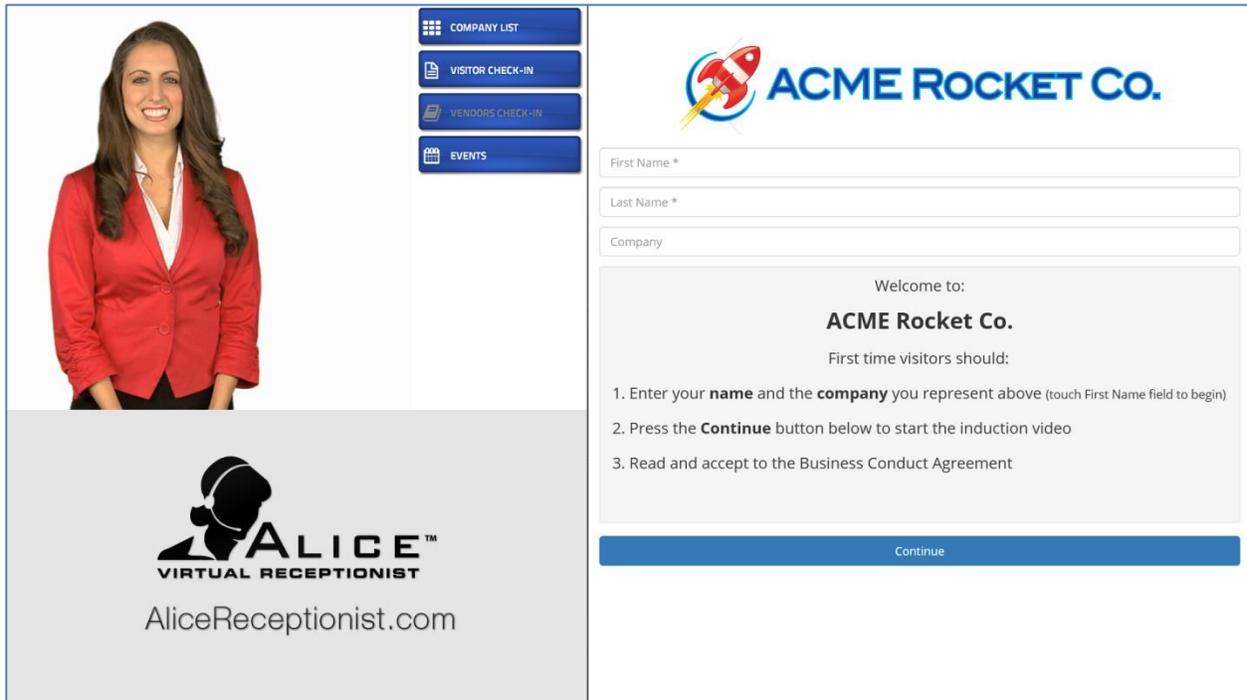
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# ALICE Induction User Manual

## INDUCTION SCREEN OVERVIEW

The ALICE Induction screen allows for companies to manage the process visitors / vendors or employees must follow when arriving on property for the first time or during subsequent visits.



Induction screens can contain various components including:

- **Welcome Screen**
  - Company logo
  - Customized welcome message or instructions
  - Visitor information collection
    - Visitor First and Last Name (Required)
    - Organization visitor is representing (optional)
- **Videos**
  - Visitor cannot proceed to next step in induction process until video has completed
  - Visitor is presented with a button to acknowledge they have watched and agree with the terms outlined in the video (specific text of this acknowledgment can be changed)
- **Documents**
  - Visitor is presented with a button to acknowledge they have read the document and agree with the terms outlined in it (specific text of this acknowledgment can be changed)

- A print button is available to print a copy of the document.
- Visitor cannot proceed to next step in the induction process until they have acknowledged or rejected the terms of the document.

The induction screen can include all or only some of these components.

## CREATING INDUCTION SCREENS

Induction screens are created by the ALICE Receptionist support team for each customer using the videos, documents, corporate logos and other components that are unique to each customer. The customer provides the videos, documents and text they want to use in their induction process and the ALICE Receptionist support team configures a unique Induction screen for that customer. A customer can have multiple induction process that are unique from one another.

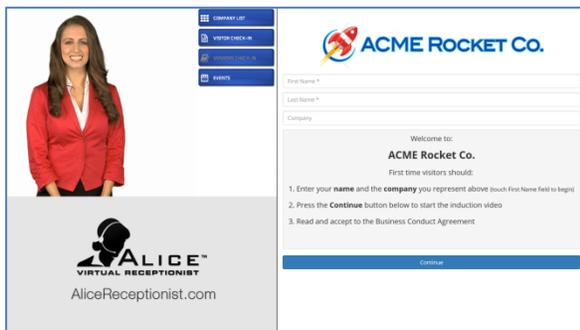
## CUSTOM INDUCTION SCREENS

For customers who need a custom induction process that is not covered by the components described above, the ALICE Receptionist team can provide custom development services. Contact your ALICE Receptionist representative for more information about Custom Induction Screen development.

## SAMPLE INDUCTION SCREEN

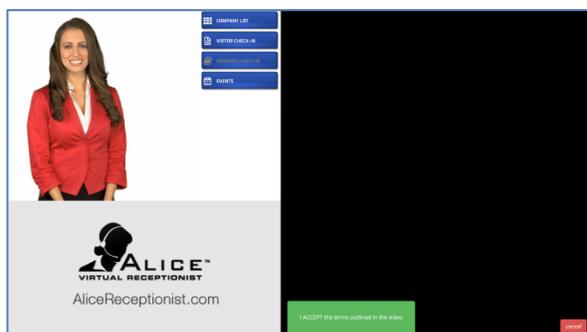
As mentioned above, induction screens are configured to meet the needs of each ALICE Receptionist customer, but below is an example of one possible Induction screen configuration.

### Screen #1: Welcome Screen



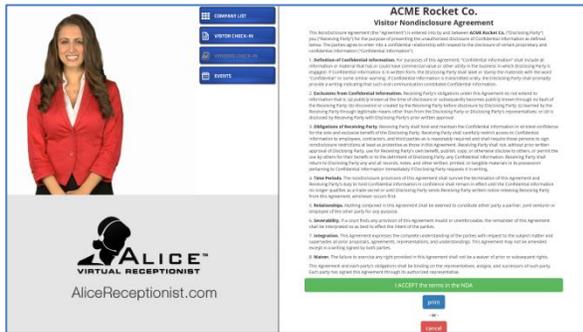
This welcome screen presents the company logo at the top, collects the visitor's information and provides a welcome message and instructions. There is a continue button at the bottom of the screen. Once the visitor completes the required fields on this page, they will press the continue button to proceed to the next screen.

### Screen #2: Safety Video



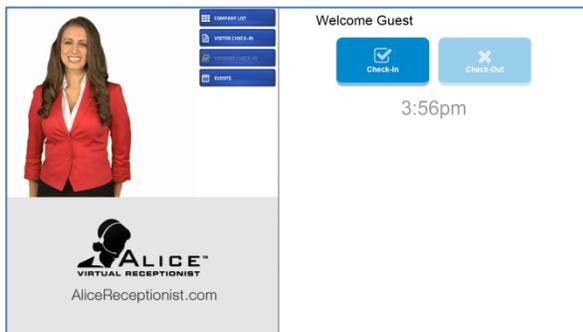
The second screen in this induction process is a company safety video. In this example the company wants all first time visitors to watch this video. Once the video is completed, the visitor is presented with a button to acknowledge they have watch and agree with the terms outlined in the video.

Screen #3: NDA Document



The third screen in this induction process is a Visitor Nondisclosure Agreement. The visitor must read and press the Accept or Cancel button to record their acknowledgment of the agreement. They can also press the Print button to print a copy of the document.

Screen #4: Visitor Check-In



The final screen in this induction process is the Visitor Check-In screen. Once the visitor has completed the induction screens above the system will redirect them to the Visitor Check-In screen where they can complete the check-in process.

**VISITOR RECORDS**

A record of a visitor’s information and responses are stored and made available in daily reports. Visitor information recorded includes:

- Visitor First and Last Name
- Company visitor represents (optional)
- Any visitor acknowledgments the system recorded during the induction process.

**RESTRICTED ACCESS**

Since Induction screens are web based, access to each induction screen is restricted by an IP white list table. Your companies public IP will be added to the IP white list table for your induction screen. Only your company will have access to your induction screen.